

**STATE OF ALABAMA
BUILDING COMMISSION**

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Montgomery, Alabama 36130
(334) 242-4082 FAX (334) 242-4182

**PRE-CONSTRUCTION CONFERENCE
CHECKLIST**

The following recommended topics to be covered during a Preconstruction Conference. Contact the BC Project Inspector by telephone at least seven (7) days prior to scheduling the conference in order to give him time to coordinate his schedule accordingly.

**Item should be discussed while Owner is present.*

	*1. Name and relationship to job of local Owner personnel
	2. Public officials involved
	3. Names of architect personnel involved
	4. Construction sets of plans available
	5. Verify alternates accepted, etc.
	6. List of sub-contractors - submit for approval
	7. Cost breakdown & Progress Schedule - submit for approval
	8. Method of approving monthly payment requests
	9. Change Orders - Documentation - no prior work, unless authorized in writing
	10. Shop drawings, sepia type, time to process
	11. Advance notice for required inspections
	12. Above ceiling inspections by Architect, Engineers, BC Inspector, Contractor, & Subs
	13. Other inspections required before work is covered
	14. Inspection report distribution
	15. Record Drawings, definition of, procedures
	16. Project sign and other job signs
	17. Job telephone
	*18. Overall phasing of job
	19. Contractor's duty to coordinate work of separate contractors
	*20. Use of site and existing building, access drive, signs
	*21. Use of existing toilets
	*22. Coordinate any utilities supplied by Owner
	*23. Coordinate outages and work in existing building with Owner
	24. Keeping existing exit paths open
	25. Routine job cleanup

	26. O.S.H.A. - Report all accidents - safety General Contractor's responsibility
	27. Contractor is reminded of obligation to comply with the Alabama Child Labor Law
	28. Project limits
	29. Building location relative to critical property line, easement, setback, etc.
	30. Locating property line, corners, etc.
	31. Verify sanitary outfall before committing floor level
	32. Procedure if bad soil or rock is encountered
	33. Stockpiling topsoil
	34. Protecting trees
	35. Soil compaction, type soil, lab tests, etc.
	36. Soil Treatment
	37. Surveyor to check foundation wall if location critical
	38. Ready mix plant, file delivery tickets, slump tests, cylinders
	39. Quality of concrete work; concrete testing
	40. Inspections before pouring concrete
	41. What is expected of masonry work, mortar additive
	42. Problems with hollow metal (install proper fire labels)
	43. Pre-roofing Conference - no roofing materials installed prior to conference
	44. General Contractor's Roofing Guarantee - must be submitted with Certificate of Substantial Completion
	45. Potential conflict of mechanical and electrical equipment; shop drawings
	46. Problems with fire damper installation
	47. Certificate of Substantial Completion/Final Inspection
	48. Project Closeout - precedes Final Payment <ul style="list-style-type: none"> a. Warranties b. Operating and Maintenance Manuals c. As-built Drawings d. Other requirements
	49. Advertisement of Completion - start ad after substantial completion <ul style="list-style-type: none"> a. for projects less than \$50,000, Owner advertises 1 week b. for projects \$50,000 or more, Contractor advertises for 4 consecutive weeks
	50. Time Extensions